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MEMORANDUM FOR: Chief, Plans and Policy Staff.

6 November 1957

SUBJECT : Intelligence School Weekly Report #45  
31 October through 6 November 1957I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIES:A. Management Training

(1) Basic Supervision #35 for GS 12-14 supervisors is in its second week. [ ] students are enrolled.

(2) Basic Management #38 (GS-13 to GS-15) ended on 1 November. [ ] completed the course.

B. Intelligence Orientation

(1) The first week of Intelligence Orientation #15 ended on Friday, 1 November.

(2) [ ] has delivered two Orientation lectures in 117 Central Building during the past week. The first was the weekly Orientation Briefing for new employees; the second was the Dependents Briefing.

(3) On 1 November [ ] met with [ ] all of the Incentive Awards Committee, to coordinate the production of two temporary additions to the Incentive Awards Exhibit.

(4) During the present running of the IO, five [ ] films have been shown on an optional basis during the noon hour. Included were films on [ ] Middle East, Africa, Far East, and Eastern Europe. These showings have been well attended and well received by the students.

C. Intelligence Production

(1) On 4 November [ ] lectured on land-form and climatic regions of East Asia for the LAS course.

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(2) A detailed lecture outline for the new Intelligence Research Techniques course, including recommended exercises and activities, has been completed by [redacted]. This outline is based on earlier ones prepared by [redacted]. Before work is begun on the details of exercises, copies will be distributed for comments. This course is to be given in early January for OSI personnel.

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(3) At the request of the DTR, [redacted] met last week with [redacted] Acting Chief/SIC, to outline his ideas on presentation techniques for a proposed standard briefing to be offered to foreign VIP's visiting the Agency. The subject matter, [redacted] was reviewed, as well as the problems apparent in a project of this nature.

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#### D. Operations Support

(2) [redacted] received a memorandum from the Acting Chief, WE, stating that at the Training Officers' meeting on 3 October, OFR indicated that it was considering giving the Administrative Procedures course to all clericals after their assignment to the Division but before they actually arrived for duty. The matter of clericals receiving DD/P administrative instruction before going on the job has been under discussion for several years. If this suggestion should become a fact, it is felt that a specialized course should be set up to meet this need.

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(3) On 28 and 29 October [redacted] attended the Comptroller's conference of Division Budget and Fiscal officers. The conference considered the many support problems of the Budget and Fiscal officer. [redacted] considered this conference a definite success and feels much good was accomplished by bringing together the personnel who represent such a major proportion of the Agency's operations support.

(4) Two new movies "13 Rue Madelaine" and "House on 92nd Street" were used for the first time in Operations Support #28. Both tests on these films were given on a trial basis. The students had some difficulty with "13 Rue Madelaine" due to their inexperience with the manner of testing. "House on 92nd Street," however, was used later in the course and proved satisfactory to both the students and the faculty.

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(5) [ ] discussed the functions of the Deputy Director (Coordination) with [ ] of that Office in connection with [ ] lecture on CIA organization. [ ] will receive additional briefing from [ ] when the DD/C actually begins functioning under an NSC directive.

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(6) The informal survey of training needs in the Office of Personnel was inaugurated recently by [ ] through an interview with [ ] Chief, Personnel Procurement Division. Principal attention is being focused on training requirements which are unique to the Office of Personnel, and the methods and materials to be utilized in meeting these special needs.

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(7) [ ] Executive Officer, Office of Personnel, attended the "Personnel Procedures" session of Operations Support #28. He evaluated this three-hour session from the standpoint of an overseas personnel or administrative officer. He plans to confer with [ ] this week relative to the evaluation.

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(8) A meeting of Supply and Transportation Divisions and Logistics Training Officers was attended by [ ] on 30 October for the purpose of obtaining and coordinating material to be incorporated in the lecture on Logistics to be given by [ ] in the Operations course on 13 November.

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(9) [ ] contacted [ ] to discuss the "Supply Handbook for Field Case Officers." It was recommended by [ ] and approved by [ ] that [ ] copies of the manual be sent to [ ] for the students to study prior to the Logistics lecture on 13 November. [ ] recommended that this lecture be given on a continuing basis in the Operations course, and further that it be considered as an addition to Operations Familiarization.

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(10) The Chief of Overseas Training reports that the Supply Handbook for field case officers has been reviewed by that office with favorable comments. The manual will be made available to overseas personnel on a request basis.

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#### E. Clerical Training

(1) During the week of 28 October there were [ ] people in Clerical Induction Training. Of these, [ ] were entering class for the first time. During the same period, there were [ ] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 28 October were as follows: of [ ] people tested in shorthand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

(3) The results of the official Agency tests administered by Clerical Refresher to on-duty Agency clerical employees on 4 November were as follows: of [ ] people tested in shorthand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

(4) During [ ] absence, [ ] will be in charge of Clerical Orientation and Clerical Refresher activities; [ ] will be in charge of all activities relating to Clerical Induction.

F. OTR Orientation Officer

(1) On 4 November the CIA Introduction was held for [ ] persons.

(2) The Dependents Briefing was presented on 5 and 6 November for [ ] wives going overseas [ ] gave the lecture on intelligence.

(3) The scheduling of the 16 speakers who are to participate in the Forty-Third Class of the Strategic Intelligence School has been completed, and a memorandum is being prepared for the DIR's signature.

III. PERSONNEL NOTES:

(A) [ ] who has been assisting the Management Training Faculty since 19 August, returned to his office on Monday, 4 November.

(B) [ ] is enrolled in the Operations Familiarization course and will be in training through 13 December.

(C) [ ] will be on two weeks' annual leave beginning Monday, 4 November.

(D) [ ] will be on vacation until 25 November.

[ ]  
Deputy Chief, Intelligence School

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